

OFFICE OF STATE EMPLOYMENT RELATIONS

- MERIT RECRUITMENT AND SELECTION BULLETIN -

Date: April 26, 2004

Locator No: OSER-0027-MRS/SC

Subject: Initiation of the Legal Support Staff Classification Survey

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) is responsible for maintaining and improving the classification plan to meet the needs of the state classified civil service, using methods and techniques of position analysis to determine the “best fit” within the existing classification structure through the creation, modification or abolishment of classifications as the needs of the service require. Maintenance and improvement of the classification plan is accomplished through a variety of methods and techniques, which may include personnel management surveys, individual position reviews, occupational group classification surveys, and other methods of position review.

The purpose of this bulletin is to announce the initiation of a survey for legal support staff classifications to assess whether they are experiencing difficulties with classification, compensation, recruitment and retention issues.

The following classifications are included in this survey:

<u>Classification</u>	<u>Pay Range</u>	<u>Number of FTE Employees*</u>
Legal Assistant-Entry	02-12	2
Legal Assistant-Objective	02-13	13
Legal Secretary-Objective	02-11	133
Legal Secretary-Advanced	02-12	28
Legal Support Staff-Confidential	81-05	7
Paralegal Supervisor	81-03	1
Paralegal-Confidential	81-04	7
Paralegal-Objective	07-04	14
Paralegal-Advanced	07-03	18

*Number of FTE employees was taken from the April 3, 2004, PMIS Payroll Report.

Agencies Affected By This Survey: Most Agencies

Survey Goals

This survey should provide insight into any classification, compensation, recruitment, and retention difficulties that agencies may be experiencing for these and other related classifications. This survey will be conducted using the whole-job comparison methodology. Our goal is to complete this survey by no later than March/April 2005.

Agency Involvement

Assistance and input from the relevant agencies will be crucial throughout the survey process. At this time, OSER is asking that agencies compile the following information and provide it to Kris Chilsen, who will function as the Survey Manager:

1. Identify an Agency Survey Coordinator and provide OSER with the coordinator's name, inter-departmental mailing address, e-mail address, and phone number. **Please send this contact information to the OSER Survey Manager by May 7, 2004.** The OSER Survey Manager will periodically convene meetings of the Agency Survey Coordinators to discuss the survey.
2. Identify any classification problems your agency has been experiencing with the classifications identified for inclusion in this survey. The OSER Bureau of Compensation will collect problem identification data pertaining to recruitment, retention, and other compensation-related information in a separate process. Attachment A of this bulletin provides problem identification guidelines that agencies can share with supervisors of positions included in this survey. **Please send this problem identification information to the OSER Survey Manager by June 4, 2004.**
3. Submit a list of benchmark and/or unique positions recommended for audit and include the position description and organization chart for each position recommended for audit. A general rule of thumb is to audit approximately 10% of the positions included in the survey.

If the employee's current PD is accurate and complete, a new PD does not need to be developed. Instead, the employee and the supervisor should initial and date the PD to document that it is accurate and complete. **Please send the list of benchmark and/or unique positions, copies of position descriptions, and organizational charts for each benchmark position to the OSER Survey Manager by June 25, 2004.**

Survey Workplan

Attachment B of this bulletin identifies the workplan and timeline.

OSER's ability to adhere to the workplan and time line for this survey will depend heavily on the timely cooperation and assistance provided by agencies.

If you have any questions regarding this survey, please contact Kris Chilsen via e-mail at Kris.Chilsen@oscr.state.wi.us or by phone at (608) 266-7569.

Thank you for your cooperation and assistance and we look forward to working with you on this survey.

Patricia M. Almond, Administrator
Division of Merit Recruitment and Selection

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Attachment A: Personnel Management Survey Problem Identification Guidelines

Attachment B: Legal Support Staff Survey Workplan and Time Line

Attachment A
PERSONNEL MANAGEMENT SURVEY

Problem Identification Guidelines

Personnel Management Surveys are typically conducted to resolve problems that occur in the area of Classification. The OSER Bureau of Compensation will collect problem identification pertaining to recruitment, retention, and other compensation-related information in a separate process. To help us in this survey process, agencies are asked to assess whether problems are occurring in their agency in these areas. As an aid to you, we have listed some of the more typical problems that occur. Please note that this is intended as a guide to assist you in identifying potential problem areas only. You do not need to identify any areas where you are not experiencing problems.

1. **Classification** - Within this broad area you should identify all problems you are experiencing with any aspects of the current class structure. Examples of specific problems within this broad area may include:
 - a. Changes in the technology, organization, occupation, equipment, statutory authority, etc., which are not identified in the existing class specifications.
 - b. The lack of identification of duties and responsibilities and position types or specializations in the existing class specifications.
 - c. The inability to make clear distinctions between class levels or class series based on the existing class specifications.
 - d. The presence of inequitable or inappropriate pay range alignments between positions in the same occupational area being reviewed.
 - e. Insufficient class series or class levels to identify distinctly different kinds of work.
 - f. Concerns regarding assignment to the appropriate occupational area/bargaining unit.
2. **Other** - Within this area you should identify any other problems you may be experiencing which are not addressed above.

Attachment B
Legal Support Staff Survey
Workplan and Timeline

Adherence to this workplan and time line depends heavily on the responsive and timely participation and support from the participating Agency Survey Coordinators.

Problem Identification Phase

By June 4, 2004

Identify classification problems.

Identify Included/Excluded Positions

By June 25, 2004

1. Identify included/excluded positions and related positions.
2. Compile benchmark and unique position descriptions.

Compensation Survey

To be Determined
with Compensation Staff

1. Identify key benchmark labor market comparison positions.
2. Identify public and private sector companies and organizations to contact for labor market comparison compensation data.
3. Contact labor market comparison employers and gather data.
4. Analyze labor market comparison data and develop appropriate pay range assignments.

Field Audit Phase

June – September 2004

1. Identify benchmark and unique positions to be audited.
2. Develop audit questions.
3. Conduct field and phone audits.
4. Review audit results with agencies.

Draft Classification Specifications

October – December 2004

1. Discuss class concept proposals with agencies.
2. Draft, review, and revise classification specifications with agencies.
3. Develop appropriate pay range assignments in conjunction with Compensation Staff.

Survey Implementation

January 2005 –

1. Bargain appropriate pay range assignments with bargaining units.
2. Compare position descriptions of included positions to new classification specifications and determine appropriate class.
3. Draft OSER bulletin for survey implementation.
4. Coordinated automated reallocation process with DOA Central Payroll and UW Payroll Systems or prepare manual reallocations.